

**From:** De LA Cruz, James (ACF)  
**Sent:** 12 Feb 2017 21:25:42 +0000  
**To:** [REDACTED] (ACF)  
**Cc:** [REDACTED] (ACF)  
**Subject:** FW: Procedures for Release of Children to Parents after DHS Separation  
**Attachments:** ORR Notification to DHS Family Case Management Program.docx

Here you go. Copying [REDACTED] for her situational awareness.

James S. De La Cruz  
DHHS/ACF/ORR/DCS  
Senior Federal Field Specialist Supervisor  
Office of Refugee Resettlement  
Division of Children's Services  
Mary E. Switzer Building, 5th Floor (Room: 5223)  
330 C Street SW  
Washington, DC 20201  
Office: [REDACTED]  
Cell: 202-(b)(6)  
Fax: [REDACTED]

<http://www.acf.hhs.gov/programs/orr/programs/ucs>

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**From:** De LA Cruz, James (ACF)  
**Sent:** Tuesday, September 20, 2016 9:43 PM

[REDACTED]

**Subject:** RE: Procedures for Release of Children to Parents after DHS Separation

Here is the correct version that includes repatriation.

Please consider these items a work in progress with changes to come. (The best that could happen is for the OFO to stop the practice of family separation.)

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Division of Children's Services  
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330 C Street SW  
Washington, DC 20201

[REDACTED]  
Cell: 202-(b)(6)  
[REDACTED]

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**From:** De LA Cruz, James (ACF)  
**Sent:** Tuesday, September 20, 2016 6:21 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Procedures for Release of Children to Parents after DHS Separation

Hello,

I have an updated version of the instructions for reunification. I accidentally sent the early version. I will send when I exit the train.

James S. De La Cruz  
DHHS/ACF/ORR/DCS  
Senior Federal Field Specialist Supervisor  
Office of Refugee Resettlement  
Division of Children's Services  
Mary E. Switzer Building, 5th Floor (Room: 5223)  
330 C Street SW  
Washington, DC 20201  
Office: [REDACTED]  
Cell: 202-(b)(6)  
Fax: [REDACTED]  
<http://www.acf.hhs.gov/programs/orr/programs/ucs>

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**From:** De LA Cruz, James (ACF)

**Sent:** Tuesday, September 20, 2016 6:13 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Procedures for Release of Children to Parents after DHS Separation

Hello Supervisors,

Please find reunification procedures for children separated from their parents by DHS. In this email you find:

1. A sample spreadsheet of UC separated from their parents.
2. Instructions for reunifying children with their separated parents if that is possible
3. A contact sheet for DHS staff assigned to Alternatives to Detention
4. A flyer about the DHS program.

What is not on this email message are activities that can be construed as policy:

1. Transport of UC to Parents with a Consular Official
2. A statement about family reunification of children to their parents when the child's case has been terminated.
3. A statement about how to proceed with reunification of a child to his or her parent when the child's attorney does not want the child to be repatriated and there is no reason to deny the request.
4. What to do if the parent has been vetted as appropriate but has been deported and wants the child back in country of origin.

These issues will be elevated to Policy and you will be copied.

We should talk about these this week or next week.

Also as a tip – you can identify a staff on your team to assist you and other FFS when these types of cases come up.

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DHHS/ACF/ORR/DCS  
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Division of Children's Services  
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330 C Street SW  
Washington, DC 20201

Office: [REDACTED]

Cell: 202- (b)(6)

Fax: [REDACTED]

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